

FREQUENTLY ASKED QUESTIONS: PODIATRISTS

APPLICATION & REQUIREMENTS

- **Where can I get an application for examination/license?**

You can download the application at the Medical and Osteopathy website (www.hawaii.gov/dcca/pvl/areas_medical.html).

- **How much are the fees?**

Information regarding the fees can be found on the instruction sheet attached to the application.

- **What are the requirements for licensure?**

In general, the applicant must:

1. Be a graduate in podiatric medicine of a college approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association; and
2. Pass all parts of the National Board of Podiatric Medical Examiners examination (including part III or the PMLexis).

- **Does Hawaii recognize a license from another state?**

We are not reciprocal with any other State. All applicants for licensure must meet the requirements above.

- **How can I check on the status of my application?**

Please call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

EXAMINATION

- **How can I sign up for the Part III examination?**

The instruction sheet attached to the examination/license application contains information on registering for this examination.

LICENSURE

- **I'm applying for licensure in another State and they need a verification of my Hawaii license. How can I arrange to have one sent to them?**

Mail a request for verification to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI, 96801. Provide the name and mailing address of the State Board and enclose a check in the amount of \$15.00 made payable to Commerce and Consumer Affairs.

PRESCRIBING

- **Will I be able to call in prescriptions?**

To call in prescriptions, you will need an oral code number from the Department of Public Safety's (DPS) Narcotics Enforcement Division (NED). Call (808) 837-8470 or write: DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819.

- **What do I need to do to prescribe controlled substances?**

To prescribe controlled substances, you will need to register with the U.S. Drug Enforcement Agency (DEA) and the State Department of Public Safety's (DPS) Narcotics Enforcement Division (NED).

The DEA may be reached at a toll free number: (888) 415-9822. Alternatively, you may call (213) 621-9330.

The NED may be reached at DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819. Or, you may call (808) 837-8470.

RENEWAL

- **How often must I renew my license?**

Licenses are renewed every two years on January 31 of each even-numbered year. Renewal applications are sent out in November of the odd-numbered year. If you do not receive it by the end of November, please call (808) 586-3000.

- **How much are the fees?**

Renewal fees are \$170.00.

- **What are the requirements for renewal?**

Podiatrists must submit a renewal application, pay the renewal fee and meet the continuing education (CE) requirement.

- **Am I required to submit documentation of CE with my renewal?**

You are not required to submit documentation unless you are randomly audited and notified by the Board to do so.

- **Can I renew my license online?**

You may renew online unless you are randomly audited and required by the Board to submit documentation of your CE with your renewal.

- **Can I renew my license after the renewal date?**

Licenses may not be renewed after the renewal date. However, you may restore your license if, within two years of your last renewal, you mail in:

1. the renewal form;
2. \$210.00; and
3. if audited, documentation of your CE.

Licenses may not be restored online.

CONTINUING EDUCATION (CE)

- **What is the CE requirement?**

For the 2004 renewal, 40 hours of CE are required of podiatrists licensed in Hawaii prior to 2/1/02 and must be obtained between 2/1/02-1/31/04.

20 hours of CE are required of podiatrists licensed in Hawaii between 2/1/02-1/31/03 and must be obtained between 2/1/03-1/31/04.

- **Can the CE requirement be waived?**

The Board may waive or modify the CE requirement if the physician:

1. Practices in an isolated geographical area with an absence of opportunities for CE; or
2. Is unable to devote sufficient hours to CE because of incapacity, undue hardship, or any other extenuating circumstances.

To have the CE requirement waived or modified, at the time of renewal, send in the renewal form, renewal fee and an affidavit which:

1. Requests a waiver/modification of the CE requirement;
2. Provides an explanation as to why you were unable to meet the CE requirement; and
3. Is notarized.

MISCELLANEOUS

- **Is there an inactive status for those of us who aren't actively practicing?**

We do not have an inactive category.

- **I recently moved and would like to know how I can file a change of address with your agency.**

To file a change of address, you will need to provide us with your name, license number and new address. You may send it through e-mail (medical@dcca.hawaii.gov) or mail it to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI 96801.

- **Where can I obtain licensing information on a podiatrist?**

Licensing information may be found at the Professional and Vocational License Search: www.ehawaii.gov/org/serv/pvl. Should you need further assistance, we invite you to call the Licensing and Business Information Section at (808) 587-3295, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

- **How can I find out if a podiatrist has been disciplined?**

Complaints information may be found at the Licensee and Business Complaints History Search: www.ehawaii.gov/org/serv/cms.

- **Who do I contact to file a complaint against a podiatrist?**

To file a complaint, please contact the Regulated Industries Complaints Office (RICO) at (808) 587-3222 (menu option #3) or at: www.hawaii.gov/dcca/rico/filing.html.

- **I'm applying for licensure in another State and they need a verification of my Hawaii license. How can I arrange to have one sent to them?**

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- **Can you tell me where I can find the statute and rules relating to podiatrists?**

The Department website contains information on the statute (www.hawaii.gov/dcca/hrs/index.html) and rules (www.hawaii.gov/dcca/har/index.html).